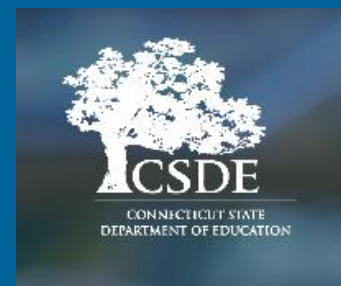

Connecticut SAT[®] School Day Training for Test Coordinators

2021 Administration

Michelle Rosado, CSDE

Deirdre Ducharme, CSDE

Adrienne Kupper, College Board



Thank you for the work you do on behalf your students and their families!



Agenda



Welcome from Stella,
Freddie, Pearl and Couch!



Our goal today is to provide an overview of responsibilities related to the 2021 Connecticut SAT School Day administration.

- Overview
- Accommodations
- Planning for Test Day
- Planning Rooms & Staffing
- Returning Materials and Makeups
- Questions




Contact Information

Purpose	Who	Phone	E-mail
<ul style="list-style-type: none">• Test Administration Procedures Questions• Test Materials	College Board	855-373-6387	satschoolday@collegeboard.org
<ul style="list-style-type: none">• CT SAT School Day Questions	Michelle Rosado	860-713-6748	michelle.rosado@ct.gov
<ul style="list-style-type: none">• Accommodation Questions• CTAA and CTAS Alternate Assessment	Deirdre Ducharme	860-713-6859	deirdre.ducharme@ct.gov



Communication



CONNECTICUT STATE DEPARTMENT OF EDUCATION

STUDENT ASSESSMENT NEWS
January 15, 2019

[Archived Student Assessment News](#)
CTStudentAssessment@ct.gov
860-713-6860

NEW Connecticut SAT School Day Updates

Use the quick links below to access articles and/or sections included in this newsletter.

Accommodations Office Hours Online Session
The first Office Hours session for the Connecticut SAT School Day has been scheduled for **January 16, 2019, from 2-3 p.m.** [Participants must register](#) for this online session that will focus on entering accommodations for Special Education, 504 and EL students and the accommodated testing window. Time for questions will be provided.

[Smarter Balanced Recruitment](#)

[CT.gov Home](#) / [Department of Education](#) / [K-12 Education](#) / [Accountability/Assessment Data](#) / [Student Assessment](#) / [Connecticut SAT School Day](#)

Connecticut SAT School Day

Overview
Related Resources
Contact

Provided by:
Department of Education

State Assessment	Content Areas	Grade	Testing Date
Connecticut SAT School Day	Evidence Based Reading/Writing, & Mathematics	11	March 24 or April 13, 2021 Makeup Dates: April 27 and 28, and May 18, 2021

CSDE Student Assessment Newsletter

Sent to the DA identified with the TIDE DA user role, as well as the secondary contact. CT SAT Test Coordinators and English Learner Assessment Coordinators also receive a copy; additionally, anyone can subscribe. Current and archived editions are posted can be accessed [here](#) or by visiting the [CT Portal](#).

CSDE CT SAT Web Site

[Connecticut SAT School Day--Related Resources](#)

College Board Web Site

<https://www.collegeboard.org>



Participation

The CSDE expects universal participation on its state summative assessments. All students should be tested safely in-person; remote testing is not available for SAT, CTAA or CTAS.

The CSDE applied for a federal waiver for **accountability** for 2020-21. If granted then CSDE will not be categorizing schools. The primary use of participation rates in the accountability system is school classification.

Special Circumstances

Testing flexibilities have been added- flexible start times, testing at additional locations, testing outdoors

- Remote Learners
- Cohorts
- Wednesday closures

Activity	March 24 Administration	April 13 Administration
CB Accommodations Requests	2/2/21	2/2/21
English Learner 50% ET requests	2/12/21	2/12/21
Coordinators Planning Kit	2/9-2/11	2/9-2/11
Pre-Administration Materials Shipment	3/2 – 3/4	3/23 – 3/21
Test Materials Arrive in Schools	3/16-3/18	3/30-4/1
Test Day	3/24/21	4/13/21
Accommodated Testing Window	3/24- 4/6/2022	4/13 – 4/27/2021
Deadline to submit makeup material requests for April 27/28	3/26/21	4/15/21
Deadline to submit makeup material requests for May 18	4/26/21	4/26/21
Make-up Test Day	4/27 and 4/28 5/18 (if necessary)	4/27 and 4/28 5/18 (if necessary)
Last day to return answer sheets for scoring	4/29/21 5/20/21	4/29/21 5/20/21

Make-up Test Dates

If your school is closed on the primary test date, testing will be conducted on the make-up dates.



Makeup Test Days:

April 27 and 28, 2021

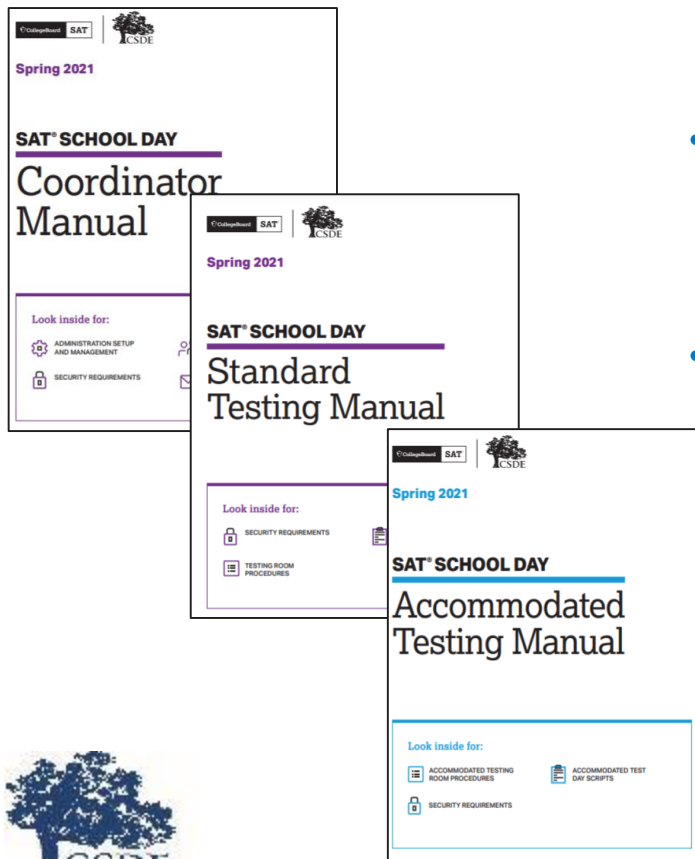
May 18, 2021


Makeup Accommodated Testing Window:

April 27 – April 29, 2021

May 18 – May 20, 2021

Connecticut SAT School Day Manuals



- There are three different manuals.
- Include policies and procedures for testing.
- Please share the appropriate manuals with your test day staff.
- As you continue this training, you will see this icon , which points out related information from the manuals.
- Manuals can be downloaded from CSDE web site.

The Importance of Training

All Test Coordinators will be asked to complete a brief online survey indicating that training was provided to staff who will be administering the test.

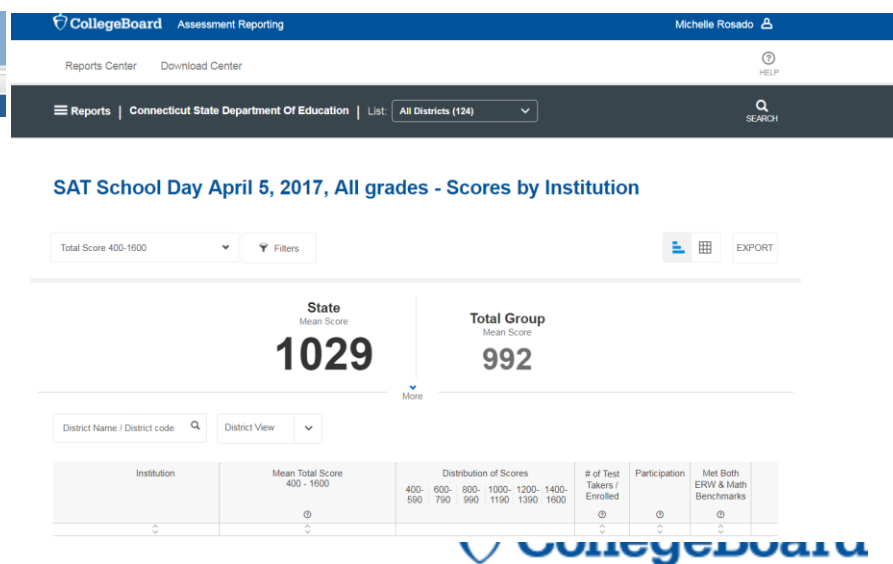
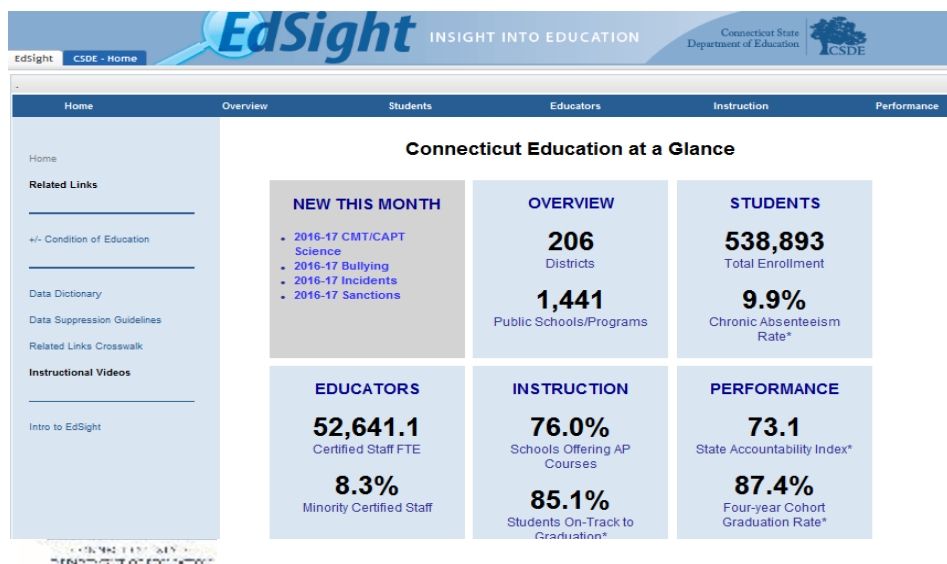
https://sde.ct.gov/sde/qualtrics.cfm/jfe/form/SV_3fPugTcxTw4NSSy

- The Connecticut SAT® School Day is a standardized test.
- All staff administering the test must be trained.
- Valid results **DEPEND** on **STRICT ADHERENCE** to the procedures in this training.
- Please pay special attention to the security requirements, denoted by a padlock icon on the slides.



Score Reporting

- Students receive their Connecticut SAT test results through their online College Board account.
- Districts can access the test results through the College Board online score report portal.
- Summary and student results will also be posted on CSDE's EdSight system <http://edsight.ct.gov>.



Reminders for 2021



Student Registration

	3/24/21	4/13/21
Initial Pre-ID Date	1/21/21	2/3/21
Second Pre-ID Date	3/17/21	4/6/21
Final Pre-ID Date	4/20/21	4/20/21

- The CSDE submits three files to the College Board.
- All Grade 11 students in PSIS registration as of April 20, 2021, will be registered by the CSDE through a bulk registration process.
- Please make sure your district's PSIS Coordinator maintains an updated list of Grade 11 students.
- The CT SAT School Day program does not use TIDE.



Answer Sheets and Labels

2 Testing Location Are you taking this test at the school you regularly attend? <input type="radio"/> Yes. <input type="radio"/> No, this is not the school I regularly attend. <input type="radio"/> No, I'm homeschooled.	4 School Code <table border="1"> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> </table>	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	5 Student ID Number <table border="1"> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> </table>	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	6 Grade Level <input type="radio"/> Not yet in 8th grade <input type="radio"/> 8th grade <input type="radio"/> 9th grade <input type="radio"/> 10th grade <input type="radio"/> 11th grade <input type="radio"/> 12th grade <input type="radio"/> No longer in high school <input type="radio"/> 1st year of college <input type="radio"/> 2nd year of college
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©2020 College Board.

PLACE PRE-ID LABEL HERE

This box is ONLY for schools using pre-ID labels.
 Center the label in this shaded box.
 Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information.

- Schools will receive student answer sheets in March with their preadministration shipment. This will allow schools to schedule time prior to the test to have students grid required demographics.
- Pre-Id labels will be generated for all Grade 11 students who are in PSIS as of January 21 or February 3 depending on test date. These labels must be affixed to the answer booklet prior to testing.
- The answer sheet includes a place for students to indicate their four free score sends.

Student Resource for Sending Scores - Available on CSDE SAT Web Site

All college codes are
included in the **Student
Answer Sheet
Instructions** booklet.

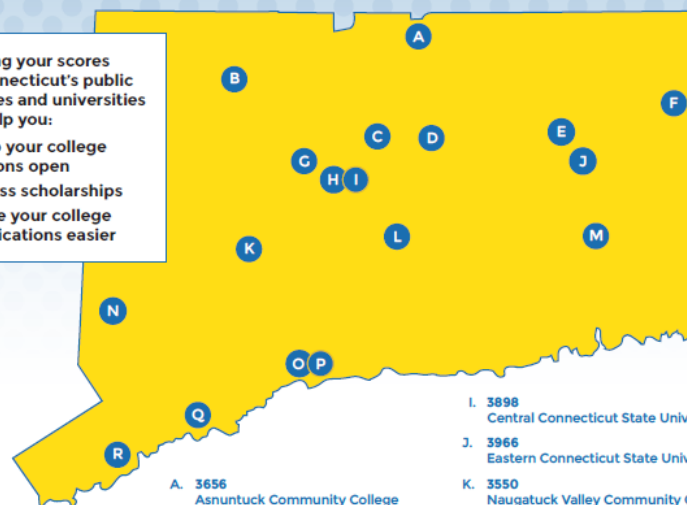


JUNIORS!

As you complete your answer sheet
for the Connecticut SAT School Day,
SEND YOUR SCORES
to up to 4 colleges & universities FOR FREE!

Sending your scores
to Connecticut's public
colleges and universities
will help you:

- keep your college options open
- access scholarships
- make your college applications easier



Find all other codes for
colleges, universities and
scholarships in your
**Student Answer Sheet
Instructions Booklet.**

- A. 3656
Asnuntuck Community College
- B. 3652
Northwestern Community College
- C. 3421
Capital Community College
- D. 3544
Manchester Community College
- E. 3915
University of Connecticut
- F. 3716
Quinebaug Valley Community College
- G. 3648
Greenwich Community College

- I. 3898
Central Connecticut State University
- J. 3966
Eastern Connecticut State University
- K. 3550
Naugatuck Valley Community College
- L. 3551
Middlesex Community College
- M. 3558
Three Rivers Community College
- N. 3350
Western Connecticut State University
- O. 3425
Gateway Community College
- P. 3662
Southern Connecticut State University
- Q. 3444
Stamford Community College
- R. 3445
Stamford Community College

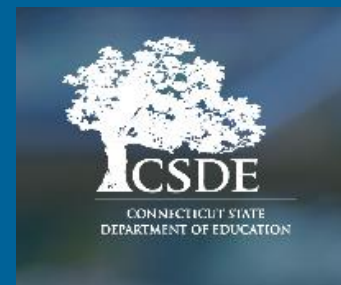


Reminders for Students/ Parents

- There is no penalty for guessing!
- Free official SAT practice is available on Khan Academy!
- Students should be encouraged to create a College Board account.
- Students do not need to register online or pay for this exam.
- Each student gets 4 free college score sends.
- Students may cancel their scores.
- Students can choose which scores to send to colleges using score send.
- All scores earned on the CT SAT School Day are college reportable!
- Remind students about College Board Opportunity Scholarship



Testing Special Education, 504 and EL Students



Connecticut SAT School Day Accommodations

Examples of most common accommodations:

- | | |
|---|---|
| <ul style="list-style-type: none">• American Sign Language (ASL)- test directions only• Braille or large print booklets• Color Overlay• Computer• Extra/Extended Breaks• Magnification Device• Modified Setting• Multiplication table• Permission for food/medication• Permission to check blood sugar | <ul style="list-style-type: none">• Noise Buffering• Reader• Scribe• Signed Exact English -test directions and test content• Speech-to-Text (CB Assistive Technology)• 4 Function Calculator• Text-to-Speech for all test content (CB MP3 audio)• Time and one-half (+50%) or double time (+100) |
|---|---|

All students with approved accommodations will receive a college reportable score.



SSD Accommodation Updates



A How-to Guide for the Spring 2021 Connecticut SAT School Day [PDF](#)

College Board Supports and Accommodations Handbook Spring 2021 [PDF](#)



- Certain accommodations are referred to in new ways (how they're administered won't change):
 - 50% extended time is now "time and one-half (+50%)"
 - 100% extended time is now "double time (+100%)"
 - Braille graphs and figures is now "raised line drawings"
 - Magnifiers and magnifying machines are now "non-electronic magnifying devices" and "electronic magnifying devices" respectively
 - MP3 audio is now "pre-recorded audio (MP3)"
 - Large-block answer sheet is now "large-print answer sheet"
 - Written copy of oral instructions is now "printed copy of verbal instructions"

Pre-Recorded Audio (MP3)



- Students approved for use of the pre-recorded audio (MP3) accommodation will receive test content via a streaming application instead of a flash drive.
- There are two steps required of SSD coordinators or their designated proctors in order to administer the pre-recorded audio (MP3) format to approved students.
 - Prior to test day, an application needs to be installed on each computer used for pre-recorded audio (MP3) testing. SSD Coordinators can begin this step now.
 - On test day, the SSD coordinator or proctor will download the pre-recorded audio (MP3) files for approved students.
- SSD Online access is required to install the application and the audio files.
 - SSD coordinators will receive an access code that allows proctors to access the areas in SSD Online needed to download and administer the test.
- More information is available on the MP3 Streaming Application page on SSD Online.

English Learner Supports

Deadline to apply is February 12, 2021	Advance approval required?
<ul style="list-style-type: none">• Time and One-Half (+50%) –Submit through SSD Online (While documentation does not need to be submitted to College Board, schools should verify the student meets certain criteria.)	Yes
<ul style="list-style-type: none">• Written Test Directions (download from the CT SAT School Day webpage): Albanian; Arabic; Bengali; Chinese-Mandarin; French; Gujarati; Haitian Creole; Hindi; Polish; Portuguese; Russian; Spanish; Urdu; Vietnamese	No
<ul style="list-style-type: none">• Native Language Reader – test directions only	No
<ul style="list-style-type: none">• 2020 List of Bilingual Dictionary Word-to-Word Glossaries include, but are not limited to: Albanian, Arabic, Bengali, Bosnian, Burmese, Cambodian/Khmer, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, Vietnamese.	No

Accommodations

– Already Approved Students

- Students with Approved accommodations through College Board from previous years, require no action unless you need to make changes.
- Test Materials will be shipped for these students based on the test materials needed for their existing approved accommodation in the SSD Dashboard.

Doe, John (#0000000007)

OPTIONS ▼

04 Aug 2009

05 May 2009

14 Sep 2012

Approved: Permission for food/medication

Documentation: Received 1 Pages on 06 May 2009

Gray, Macy (#0000000002)

OPTIONS ▼

07 May 2009

03 May 2009

14 Jun 2012

Approved: Permission for food/medication

Rubin, Andy (#0000000010)

OPTIONS ▼

02 Aug 2009

05 May 2009

14 Apr 2012

Approved: Permission for food/medication

Documentation: Received 1 Pages on 06 May 2009



Practice Resources for Accommodated Testers

- Practice Tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- Practice Tests for pre-recorded audio (MP3) can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- Practice Tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or
ssd@info.collegeboard.org

Common Questions

Q. What is recommended for students who do not want to use an accommodation on the CT SAT School Day?

A. If a student does not want to use an accommodation:

- A consent letter from the parent/guardian for student to not use the accommodation(s) on test day, and school should keep on file.
- The accommodations change form to permanently is only required for removing accommodations for all college board tests.

Q What is the protocol for emergency health situations/injuries?

A. If a student needs temporary assistance for an injury such as a broken arm or concussion, contact the SSD Office as soon as possible. The support must be requested and approved before test day using the Support for Students with Temporary Physical/Medical Conditions form and won't be requested in SSD Online.

Q. Which form do I upload in SSD if prompted to submit documentation?

A. Upload this [form](#) for the purposes of the CT SAT School Day?





Medical Exemptions

In Connecticut, the exemption determination for a medical emergency rests primarily on the following criteria:

The student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction for the primary test date and/or the make-up dates of April 27 and 28, 2021 and May 18, 2021.

- Medical Exemption forms for the **Connecticut SAT School Day** are due by **May 25, 2021**; and

See Appendix B of the [Assessment Guidelines](#).
Contact [Deirdre Ducharme](#) for more information.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

2021 Emergency Medical Exemption Form
for the Connecticut SAT School Day

Date: _____

Janet Stuck, Education Consultant
Deirdre Ducharme, Education Consultant
Connecticut State Department of Education
450 Columbus Blvd, 5th Floor, Hartford, CT 06103

Dear _____,

_____ has been under my care since _____. This student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction. This student will not be available to receive such instructional services from _____ to May 18, 2021.

Sincerely,

DOCTOR'S SIGNATURE

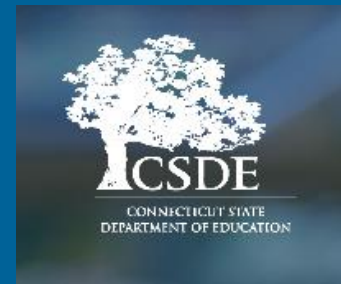
DOCTOR'S PRINTED NAME

Please Note: This form must be signed by a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means attestation required from an MD, DO, or Psychiatrist. Attestations from social workers will not suffice. For purposes of HIPPA, the parent must be the one to present and secure this attestation from the doctor. CSDE#-2011

Box 2219 • Hartford, Connecticut 06145
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Before the Test



Terms You Need to Know

Common Terms

- **CSDE** — **Connecticut State Department of Education** staff oversee the Connecticut SAT School Day and are ready to answer your questions.
- **SSD** — **Services for Students with Disabilities** staff oversee testing of students with accommodations.
- **AI Code** - A six-digit code that identifies an attending institution (a school in which a student is enrolled).
- **NAR** — **The Nonstandard Administration Report** is the roster of students testing with accommodations.

Types of Forms

- **TRMR** — The **Testing Room Materials Report** form is used to account for testing materials in the testing room.
- **CRF** — The **Coordinator Report Form** is used to tally used and unused materials for processing.
- **IR** — The **Irregularity Report** form is used to report any incidences or irregularities during an administration.



Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



AI Codes

- Schools are assigned a six-digit school code representing the attending institution (AI code) or high school code.
- AI Codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.
- AI codes are six digits, usually starting with 07.
- The AI code is the only code you will need for forms and reporting.

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Prepare Yourself

- Participate in mandatory Coordinator's training.
- Read the Coordinator's manual.
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review.
- Review the contents of the Coordinator Planning Kit which arrive February 9-11.
- Plan ahead!

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Build Your Lists

Master Student List

- Identify students who are testing and create a list of students to determine how many testing rooms and staff you will need for administering the test.
- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to get the list of students from PSIS.
- Test coordinators will work with the SSD coordinator to understand numbers of students testing with accommodations by using the NAR.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	123	N	SAT		A. Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	456	N	SAT		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	0007024797	P	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	0007025788	P	234	Y	T1	Purple	T. Coach

Build Your Lists

Nonstandard Administration Report (NAR)

- Lists ALL students approved for accommodations
- Grouped into two sections: Students that must test on the primary day and students that test in the accommodated window
- Includes what test book color and the script name the student should use
- Available 4 weeks prior to the test
- Students approved for EL time and one-half (+50%) will be grouped with other time and one-half test takers.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	

Managing Students on the NAR

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Click on “Create Nonstandard Administration Report.”
 - Select SAT School Day.
 - Enter AI code and Primary Test Date.

Managing Students on the NAR

- When generating the NAR, one of the following messages will display:
 - There are no students approved for accommodations.
 - All students with approved accommodations match a student registration from the CSDE-provided Pre-ID file.
 - There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the CSDE-provided Pre-ID file.
 - SSD Coordinators have the ability to manually add additional approved test takers to the NAR.

The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.

Continue

Loredal, Kiraoa (#0007025941) - SAT

Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: If your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.

Create SAT Nonstandard Administration Report

<input type="checkbox"/> Gornita, Dreaomi (#0007025943)	<input checked="" type="radio"/> SAT <input type="radio"/> SAT With Essay
<input type="checkbox"/> Morsen, Gitree (#0007025942)	<input checked="" type="radio"/> SAT <input type="radio"/> SAT With Essay

Best Practices

Using Your Roster

- Create your roster in Excel or Word format.
- This allows you more flexibility to sort and print your rosters for your staff.
- You should also create testing room rosters after assigning students to testing rooms. Room rosters should be provided to Proctors on test day.
- Your roster is an important record-keeping document — make a copy of your annotated roster and keep it on file for 6 months following the test. You will return the original with your answer sheets.

Best Practices

Using PSIS to Create Your Roster

- The district PSIS coordinator will need to follow these steps to print a roster:
 1. Log into the PSIS Registration Module;
 2. Click on the Downloads Link; and
 3. Select Active Registration and click on Download.
- The file will show all of the students actively registered in the district and can be sorted by grade.

Before the Test

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Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the following requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms.
- Rooms must have:
 - A working clock, visible to students
 - Proper lighting
 - Proper ventilation
 - Proper seating that follows the seating requirements given in this section
 - No materials related to test content on display (these can be removed or covered)

Seating Requirements

*These spacing requirements are minimums. Please follow any distance requirements that you district or health department have in place.

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from side to side (measure from center of desk).
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches (30 x 38 centimeters).
- The following seating arrangements are not allowed:
 - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
 - Seat assignments that follow any expected pattern or defined order. If testing students in their homeroom, make sure students are seated at random.



Best Practices

Selecting Rooms

- Select separate hall or wing of school for testing, if possible.
- Ensure access to rest rooms.
- Consider the school's schedule of classes and choose larger classrooms where more students can test (to minimize reassignment of non-testing students).
- Review the master student list and NAR to determine the number of testing rooms you will need. Some accommodations on the NAR require testing in separate rooms.
- If you choose a large room, such as a cafeteria or auditorium, remember that students cannot face each other.
- Students can also be tested outside as long as all requirements are met.

Set Up Computers for Accommodated Testing

If you're testing students with any of the following accommodations, your school must provide a computer for the student (a student may not use a personal computer or a computer belonging to their family):

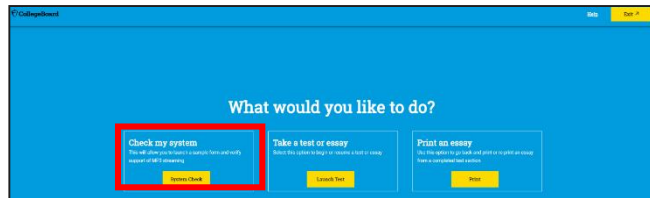
- Pre-recorded audio (MP3) format
- ATC format
- Electronic braille writer (braille notetaker)

Work with the test coordinator and SSD coordinator to test all equipment prior to test day using the instructions in the Accommodated Testing Manual.

If you have questions or need assistance with technical issues, call the School Day support number listed in your manual to speak with the SSD office.

Set Up Computers for Accommodated Testing

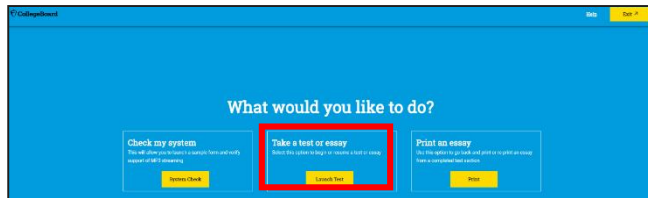
Pre-Recorded Audio (MP3) – Before Test Day



- The MP3 streaming application must be installed prior to test day. **SSD Coordinators should begin this step now.**
- If computers at your school are set up to require staff or students to sign in, the application has to be installed on the user profile for the computer that the student will be signed into on test day.
 - The MP3 streaming application will be visible as a desktop icon only on the user account on which it was originally installed.
 - Detailed instructions are available on the MP3 Streaming Application Access page in SSD Online.
- SSD coordinators are highly encouraged to review the functionality of the streaming application by accessing the sample form prior to test day. This is to ensure that everything is working as expected and to get yourself familiar with accessing forms.
- If you encounter an issue, call the SSD office for assistance right away so that College Board can work with you to resolve any technical issues well before the opening of the accommodated testing window.

Set Up Computers for Accommodated Testing

MP3 Audio – On Test Day



- Internet access is required to download the test form on test day. Internet availability will be disabled by the application once testing begins.
- Once installed on a PC or Mac, the streaming application appears as an icon on the desktop. Chromebooks require you to launch the software from the Apps link.
- On test day, the SSD coordinator or proctor will launch the MP3 streaming application. This needs to be repeated for each student, prior to the start of testing.
 - If your school's computers require login credentials, the person who installed the program before test day must also be present on each day of testing to sign-in to each computer and start the application.
- Proctors may choose to download students' test forms if the number of MP3 test takers is small; otherwise, the MP3 script includes instructions for the student to complete this step.
- You'll need the NAR handy on test day because the MP3 streaming application requires each student's SSD number to access the test form.

Set Up Computers for Accommodated Testing

Assistive Technology Compatible (ATC) format

The ATC format is composed of 5 Microsoft® Word files created to work with students' assistive technology, such as screen magnification or screen readers. The ATC test format is delivered on flash drives; therefore a student must have a computer with a USB port.

- Disconnect the computer from the internet and any networks.
- Disable all unapproved assistive features such as spell checkers, grammar checkers, thesauruses, dictionaries, or word processing features.
- Print the student's last name, first name, and middle initial on the back of the ATC packaging.
- Before test day, check each flash drive to ensure its functionality.
- After ensuring the devices function properly, remove and securely store each flash drive in its original packaging for use on test day.
- Students will need access to the password on the flash drive package when taking the test.

Before the Test

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Estimating Staffing

Balance resources.

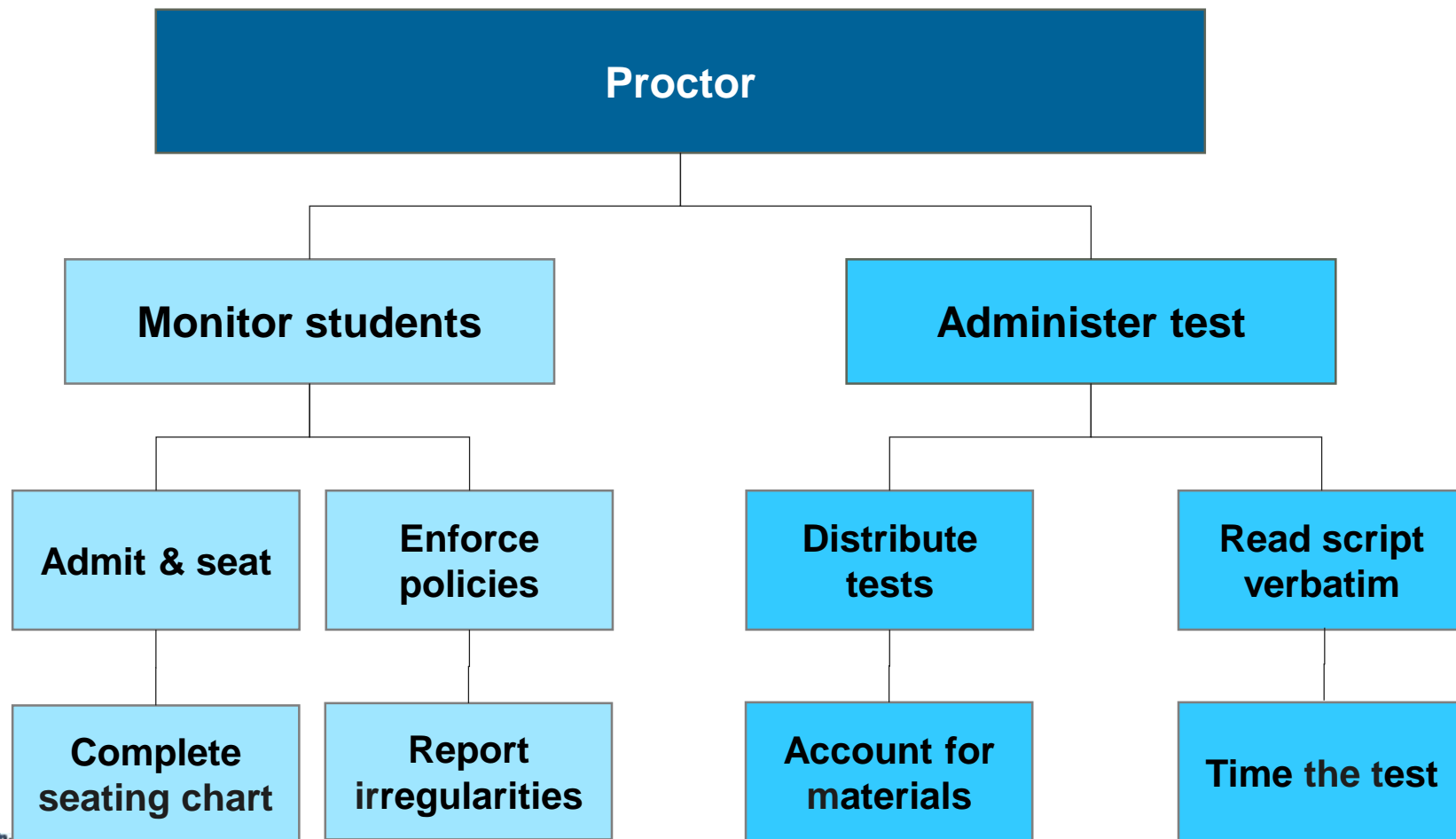
- Each school should have one Test Coordinator and one SSD Coordinator assigned.
- Additional staffing needed depend upon the size of the cohort testing, the number of testing rooms and the number of students in each room.
- Start with 1 Proctor per room.
- Add 1 Hall Monitor for every 5 rooms.
- Add Room Monitors if needed.
- *Refer to “Plan Your Staff” section in your manual.*



Staff Roles and Responsibilities

<u>Role</u>	<u>Responsibility</u>
Test Coordinator	Supervise all phases of exam.
Backup Test Coordinator	Assumes the responsibility of the test coordinator on test day if he/she is unable to perform their duties.
SSD Coordinator (for students on the NAR)	Requests accommodations for students and supports the Test Coordinator to oversee accommodated testing.
Proctor	Administers exam in the testing room.
Room Monitor	Assists the Proctor.
Hall Monitor	Monitors students outside the testing room.

Proctor Responsibilities



Monitor Responsibilities

Room Monitor

Help with center
setup &
admission

Answer questions

Help distribute
materials

Monitor test-
takers & report
violations

Hall Monitor

Help with center
setup &
admission

Direct students
to rooms

Patrol halls &
report violations

Cover for staff
on breaks

Review Staffing Guidelines

SAT® Testing Staff Agreement

Test Center Name: _____

Test Center Number: _____ Test Date: _____


All test center staff must affirm that they:

- Have read and understand the relevant SAT® Program manual, including, but not limited to, the pages setting forth conditions under which SAT Program tests must be administered and the information on staff qualifications and conflict of interest restrictions;
- Understand and agree that all SAT Program tests, and all the questions contained in them, are the property of the College Board and protected by copyright law;
- Understand and agree that copying, reproducing or removing any materials from any SAT Program test book is illegal, and persons taking such actions will be prosecuted by the College Board;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable.)
- Have not taken any SAT Program test within 180 days of the above test date;
- Do not have a member of their household or immediate family ("related student") taking an SAT Program test on the above test date at any test site. *In such instances, the related student's scores are subject to cancellation.*

All staff, including supervisors, associates, proctors and hall proctors, must sign below to indicate their acceptance of these provisions. Staff who violate any of these terms will be subject to disciplinary action, such as, but not limited to, being barred from administering future College Board tests. Complete this form prior to the test administration.

Position (check box that applies)	Name (please print)	Signature
<input type="checkbox"/> Test Center Supervisor or SSD Coordinator		
<input type="checkbox"/> Assoc. Supv.		
<input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv.		
<input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv.		
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<input type="checkbox"/> Assoc. Supv.		
<input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv.		
<input type="checkbox"/> Proctor		

Continued on back.



- General responsibilities of each position
- Review the Testing Staff Agreement form
- All staff must sign the Testing Staff Agreement form

Planning for Staffing Needs

- The following staff may **not** administer the CT SAT School Day:
 - Those employed by an outside test-prep company.
 - Those who have taken the SAT within 180 days of the administration date.
 - Those who have a household member or child taking the SAT at any site on the same date may not handle test materials or have access to test materials prior to the test, **BUT may be a proctor or hall monitor on test day.**

Planning for Staffing Needs

Support Staff

Students approved for testing with accommodations may require additional support staff, such as:

- A reader to dictate test questions
- A sign language interpreter (for directions only)
- A scribe to record responses


Support staff must meet all testing staff requirements; never suggest a person to assist a student who is a relative of that student.

Students assisted by a reader or scribe:

- Will test in a 1-to-1 setting.
- Will test with time and one-half (+50%), unless approved for more extended time.
- Must have their own reader or scribe (these support staff cannot be shared).
- Scribes may only write what the student dictates in English; they may not prompt the student in a way that would result in a different response.

Sign language interpreters may only translate test directions from spoken English, not test content.

Use the Manual to Train Staff

- See section in Test Coordinator manual “Train Your Staff” 
- Maintaining security in the testing room
- Seating policies
- Calculator policies
- General responsibilities of each position
- Using the correct testing materials
- Equipping the testing room
- Testing room forms and reports
- Testing Room Manual Timing charts and Checklists for preparing to test
- Testing Room Manual: Testing scripts for appropriate rooms

Before the Test

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Set Schedule

You will need to:

- Arrange time for standard testing.
- Arrange time for time and one-half (+50%) testing.
- Arrange time for double time (+100%) testing.
- Plan an additional hour for administrative tasks after testing.

Important – Bus schedules may need to be adjusted and lunch periods must be scheduled after testing completes.

Standard Testing Room Timing

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

Nonstandard Testing Room Timing


Overview of Timing and Breaks

	Section 1	Section 2	Section 3	Section 4	Total Time
	Reading	Writing and Language	Math Test – No Calculator	Math Test – Calculator	SAT—testing + breaks
Script 1 Standard Time (Standard and Accommodated Rooms)	65 minutes	35 minutes	25 minutes	55 minutes	3 hours, 15 minutes
	10-min. break		5-min. break		
Script 2 Standard Time with Extra Breaks	33 minutes	35 minutes	25 minutes	28 minutes	3 hours, 25 minutes
	5-min. break			5-min. break	
	32 minutes	5-min. break	5-min. break	27 minutes	
	5-min. break				
Script 3 Time and One-Half (+50%) 1-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	4 hours, 57 minutes
	5-min. break			5-min. break	
	49 minutes	5-min. break	5-min. break	41 minutes	
	5-min. break				
Script 4 Double Time (+100%)	65 minutes	70 minutes	50 minutes	55 minutes	6 hours, 20 minutes
	5-min. break			5-min. break	
	65 minutes	5-min. break	End Day 1	55 minutes	
	5-min. break				
Script 6 Pre-recorded Audio (MP3) Users	65 minutes	58 minutes	50 minutes	55 minutes	7 hours, 10 minutes
	5-min. break	5-min. break		5-min. break	
	65 minutes	57 minutes	5-min. break	55 minutes	
	5-min. break	End Day 1			

Extended Time Students and Lunch

Accommodation	Days	Assuming an 8:30am start time for testing....
Time and One-Half (+50%) for Reading/ Entire Test	1-day	Students will be complete with all testing just before 1:30 pm. During the testing time, students will receive four 5-minute breaks for which we encourage students to have snacks available.
Double Time (+100%) for Reading/Entire Test	2-day	The first day of testing will end around noon allowing for a standard lunch break. The second day of testing, similarly will be done before lunch.
Time and One-Half (+50%) for Mathematics Test	1-day	Students will be complete with all testing just after 12:30 pm, allowing for a lunch period after testing. During the testing time, students will receive four 5-minute breaks for which we encourage students to have snacks available.
Double Time (+100%) for Mathematics Test	1-day	Students will be complete with all testing just before 1:30 pm. During the testing time, students will receive four 5-minute breaks for which we encourage students to have snacks available.

Set Schedule – Late Arrivals

- **Set protocol for late testing, if allowed. Refer to “Admit Students to the Testing Area” section in your manual:** 
- If you have a late-arrivals room, late testing should start no more than 45 minutes after testing has begun in the other testing rooms.
- The proctor must close the door to the late-arrivals room before other testing rooms begin their first scheduled break.
- Ensure that testing in any late-arrivals room begins early enough to end before your normal school dismissal time.

Flexible Start Time



For Spring 2021 testing only

- To allow for additional social distancing opportunities, schools can choose to start testing earlier and/or later than usual and/or split students into different testing groups and stagger start times.
 - All timing and break rules will still apply, and all testing must be completed within the same day (unless students are approved for a multiday testing accommodation.)
 - Cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing.
 - All cohorts must have started their testing sessions before the first cohort completes testing.

Flexible Start Time: Important Considerations




- Arrival/Bus Schedules
- Work with school administrators to keep track of when student will arrive at school for testing, which will affect room assignments.
- Assigning Testing Rooms
- Assign rooms for separate testing groups in different areas of the school building to limit contact between students and disruptions to testing.
- Attendance-taking
- Plan for any necessary changes to attendance-taking procedures for early and late testing groups.
- Students with accommodations
- Consider students with accommodations (especially extended time and multiday test-takers) when assigning when students will test.

Flexible Start Time: Sample Schedule

Group A Time	Group B Time	Task
6:45 a.m.	8:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	9 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	9:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	9:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	9:45–10 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	10 a.m.	Close testing room doors.
8–8:30 a.m.	10–10:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	10:30 a.m.	Begin testing.
11:25 a.m.	1:25 p.m.	Testing ends for standard timing of the PSAT/NMSQT.
11:45 a.m.	1:45 p.m.	Testing ends for standard timing of the SAT without Essay.
12:55 p.m.	2:55 p.m.	Testing ends for standard timing of the SAT with Essay.

Other Arrangements to Make



-
- Set aside secure storage for testing materials 
 - Designate an area for test-takers to assemble before and after testing
 - Ensure minimal distractions on test day:
 - No bells or fire drills
 - No announcements over the loudspeaker

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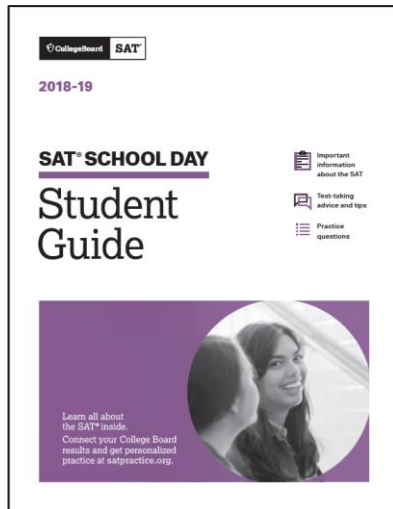
Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Students



- Distribute the SAT School Day Student Guide received in your preadministration shipment to students as soon as possible.
- Share information with students about Khan Academy for free, personalized, online SAT practice at satpractice.org.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day.
- Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.
- Share [CSDE Parent Letter](#) and [FAQ](#) with parents (on CSDE web site).

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Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Materials

Shipments

- Your school will receive a number of shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample set of manuals and test day forms, posters	Week of 2/8
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Week of 3/1 Week of 3/22
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Week of 3/1 Week of 3/22
Test Materials	Test books, forms and envelopes, return kits	Week of 3/8 Week of 4/5

Preadministration Materials

- Schools will receive student answer sheets three weeks prior to testing. This will allow schools to schedule time prior to the test to have students grid required demographics.
- The shipment will include answer sheets, labels and all manuals.
- Pre-ID labels will be generated for all Grade 11 students who are in PSIS as of the initial pre-ID file submission. These labels must be affixed to the answer booklet by school staff prior to testing.



Diagram illustrating the layout of a Pre-ID label with fields and their corresponding data:

Field	Data
SASID	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Last Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
First Name	XXXXXXXXXXXX
MI	X
School (AI) Code	XXXXXX
School Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Test and Year	SAT 2018
Barcode Number	XXXXXXXXXX
DOB	mm/dd/yyyy
GENDER	X
GRD	nn

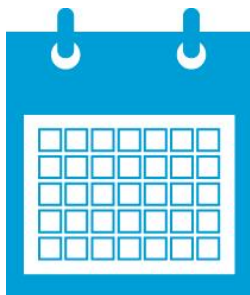
Receiving Test Materials




When you receive your test materials, you must ensure that they are kept secured and locked with limited access.

- Before storing, check that you have enough:
- **Purple books** for standard testing and accommodated students testing on the primary test date
- **Blue books** for nonstandard testing during the accommodated testing window
- All materials will arrive to the attention of the Test Coordinator. Materials for students testing with accommodations will arrive separately from standard materials.

Keeping Test Materials Secure



- Alert your school office staff that the shipment is arriving in the week prior to testing.
- Have a locked storage area ready, with:
 - Limited access
 - A secure lock
- **Do not remove any testing materials from the school without the consent of CSDE and Office of Test Integrity.**
- If you are a test center offering weekend SAT testing, keep School Day materials separate from weekend testing materials.
- See “*Prepare Your Materials*” section of the *Coordinator’s Manual*. 

Using the Shipping Notice

SHIPPING NOTICE

Destination:
JANE DOE
SAT SUPERVISOR
NEW YORK CHARTER HIGH SCHOOL
YORK CHARTER HIGH SCHOOL
1234 SMITH LANE
NEW YORK NY10026
USA



Origin:
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

Phone No: 951-358-1741

E1 Order #: 2915097

Program Name: SAT
ID Number: 05651
Test Date / Type: 10/15/2015
Shipment Type / MMYYYY: INITIAL 242015

COLLEGE BOARD / SAT PROGRAM

Check serial numbers against shipping notice to ensure that the correct materials have been received.

Order Number: SA05013584
Drop Shipment Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
8239208	779830	SAT SCHOOL DAY UPS Express Ctn/AS/PEM Label K	2	4295408 - 4295409

Check the test date to ensure that you use the correct materials for testing, especially if you are also a weekend SAT test center.

Checking Test Materials



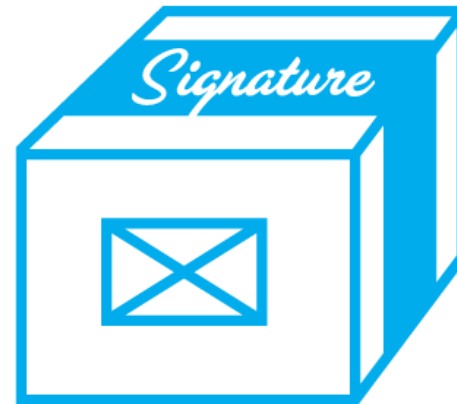
- Keep materials **shrink-wrapped** until test day.
- Use your roster as a source to:
 - Check quantities.
 - Make sure you have enough test books for students listed on your Standard Roster and NAR.

Securing the Test Materials



After you check your materials:


- Reseal the cartons with the tape provided.
- Sign your name across the tapes.
- Lock them in a secure storage area.
- Check materials daily and report any tampering.



When to Call for Assistance



Call College Board if you:

- Have not received materials the Friday before the test.
- Are missing standard materials.
 - Call the College Board School Day Support and choose option 2 for Test Materials Questions.
- Are missing nonstandard materials.
 - Call the College Board School Day Support and choose option 3 for the SSD Office.
- Tampered, damaged, or materials missing from your shipment.
-  • Call the College Board School Day Support and choose option 2 for Test Materials Questions.

Check your packing list for other materials.

- Forms
- Posters
- Tape, shipping labels
and materials return envelopes



U CollegeBoard

SAT

SAT SCHOOL DAY
IRREGULARITY REPORT (IR)

Writing Test Date

1. GENERAL INSTRUCTIONS TO COORDINATOR: Form _____ of _____

Refer to the General Instructions Chart in your manual for when to use this form and when to call the School Day supervisor. Information called the School Day supervisor the day before immediately! If test irregularities are found, call the School Day supervisor the day before immediately! If test irregularities are found, call the School Day supervisor the day before immediately! If test irregularities are found, call the School Day supervisor the day before immediately!

- Make sure the irregularities are appropriate because of the irregularity type. The staff member reporting the irregularity must sign the form in section 15.
- Complete sections 2-9 and fill in appropriate to the irregularity type. The staff member reporting the irregularity must sign the form in section 15.
- Check that the irregularities are appropriate because of the irregularity type. The staff member reporting the irregularity must sign the form in section 15.

3. PROGRAM

Indicate the type of testing room and room number

☐ Standard ☐ Accommodated Room Number _____

4. SCHOOL INFORMATION:

School Information Name and Address

Name _____

Address _____

City _____

State/Province _____

Postal Code _____

Country _____

5. School Code

Print and fill in the school code

Print and fill in the school code

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6. School Day Supervisor

Print and fill in the school day supervisor

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What is a Preadministration Session?

7 Date of Birth				
Month	Day		Year	
<input type="radio"/> Jan				
<input type="radio"/> Feb				
<input type="radio"/> Mar	0	0	0	0
<input type="radio"/> Apr	1	1	1	1
<input type="radio"/> May	2	2	2	2
<input type="radio"/> Jun	3	3	3	3
<input type="radio"/> Jul	4		4	4
<input type="radio"/> Aug	5		5	5
<input type="radio"/> Sep	6		6	6
<input type="radio"/> Oct	7		7	7
<input type="radio"/> Nov	8		8	8
<input type="radio"/> Dec	9		9	9

**Date of Birth is field 7.*

The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Fill out select personal information fields.
- Select up to four colleges or scholarship programs to send their SAT scores.

15 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Verifying Information Pre-ID Labels

- If the first name or last name listed on the label does not correctly reflect the student's name, please do not use the label.
- If any other information is incorrect, including DOB, SASID or school information, the label should be applied.
- Information included on the pre-ID labels is based on data in PSIS. If errors are identified, please contact your District PSIS Coordinator so that PSIS can be updated with the correct information.
- If you receive incorrect labels or labels for students no longer enrolled in your school, or for students participating in the CTAA, please shred or destroy these labels in a secure manner.

Preadministration Session

Affix pre-ID label to front of student answer sheets before the session or prior to test day.

Place Pre-ID Label Here



- You may schedule a session ahead of test day to allow your students to fill in student background information on their answer sheet and request their four free scores sends. You may also conduct this during test day.
- You will need the following to conduct your session:
 - Answer sheets with Pre-ID labels affixed
 - Blank Answer Sheets
 - Student Answer Sheet Instructions
 - SAT School Day Student Guides
 - The testing manual containing preadministration instructions and scripts

Preadministration Session

All students must bubble a set of required fields on the front page of the answer sheet:

Students **with** Pre-ID Label

- Name
- State Student ID #
- Date of Birth
- Test Type

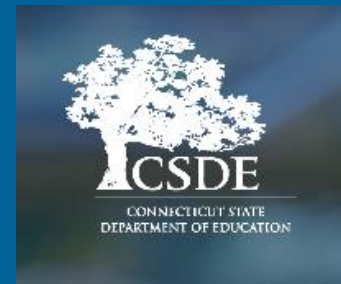
Students **without** a Pre-ID Label

- Name
- Testing Location
- School
- School Code
- State Student ID #
- Grade Level
- Date of Birth
- Gender
- Test Type

Preadministration Session

- Those conducting the session will need to use the scripts in the SAT School Day Standard Testing Manual or the SAT School Day Accommodated Testing Manual under the heading “Conducting the Preadministration Session.”
- Some students who take the test may be absent for the preadministration session. The two testing manuals (for standard testing and accommodated testing) include instructions for assisting students to complete the student information and score sends on test day.
- Students can add or change their four free score sends on test day.

During the Test



Test-Day Schedule and Procedures

Suggested Time	Activities
6:45 a.m.	<ul style="list-style-type: none">• Staff arrival• Facility preparation
7 a.m.	<ul style="list-style-type: none">• Review staff assignments and room assignments• Distribute materials to staff• Sign necessary forms
7:15 a.m.	<ul style="list-style-type: none">• Staff report to their rooms• Prepare for student arrival

Best Practices: Distributing Materials

- The day before test day, complete testing room packets for each room including test materials and fill out the name of each Proctor and serial numbers on the Testing Room Materials Report.
- You may want to use large clear plastic tubs to contain the test materials for distribution to each Proctor.
- Keep test books sealed in the plastic wrapping until test day.

Best Practices: Distributing Materials

Nonstandard Test Materials

- Use the NAR to determine the correct color test book to distribute to each student testing with accommodations; testing students using incorrect materials may result in the students' scores being invalidated.
- Additional test materials (for example, a reader's script), may be provided for support staff.
 - The test coordinator will distribute these materials to the staff when they distribute other test materials during the test administration and collect them for return after all testing is completed.
 - Refer to the NAR for specific materials to give each student according to their approved accommodations or supports.

Admitting & Seating Students



- Schools can plan for either a centralized check in or room check in.
 - If your school utilizes a central check-in, you'll check in each student against your room roster before sending them to an assigned room.
 - If your school utilizes room check in, Proctors will check in students as they arrive to their assigned testing rooms.
- **DO NOT allow students to select seats.**
- The Proctor has 2 choices:
 - Randomly assign seats OR
 - Pre-assign seats before admitting students.

Marking the Rosters

- Write the letter “P” next to each student who is present.
- Later, when consolidating rosters, write the letter “A” next to absent students.
- Add any missing students including student name, date of birth, and SASID at the bottom of the roster and check the appropriate columns.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	
1 Jones	Anita		3/5/2000	09090909	P
2 Smith	Terry	O	10/15/1999	10101010	A
3 Ramirez	Juan	J	2/15/2000	54545454	P
4 Brown	Robert		9/1/2000	0007024797	P
5 Szymanski	Ella		8/12/2000	0007025799	P
6 North	Adrian		11/30/1999	0007025788	P
7					

P=present
A=absent
M=moved
X=no entry

Admitting New or Transfer Students

Students who began attending your school after the first registration file was submitted may still be permitted to test if you meet the following requirements:

- Check your materials to see if you have enough materials to accept new or transferred students eligible for School Day testing. You cannot borrow materials from other schools.
- If you have enough materials and space to test these students, you will need to:
 - Have the students complete all fields on the answer sheet, including their State Assigned Student ID (SASID).
 - Ensure the student is accurately reflected in PSIS.

Otherwise, test these students on the make-up test dates 4/27, 4/28, or 5/18.



Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations
 - Students may need to change from a standard testing room to a nonstandard testing room.
 - If you have enough books, and the student doesn't need a nonstandard format of the exam, you can move the student to the nonstandard testing room.
- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian. The note must be kept on file at the school, it does not need to be returned to the College Board. No IR form needs to be completed.
- Mark student absent on standard roster and add him or her to the nonstandard administration report or vice versa.

Managing the Breaks



- Break time is not part of testing time — the “clock stops” after the timed section ends.
- Cell phones and any other electronic devices **are prohibited** at all times during testing, including breaks.
- If you have students approved to use a cell phone or medical device as an accommodation, follow the instructions in accommodated testing manual.
- Proctors must secure materials during breaks.
- Students should not converse during breaks.
- For students testing with accommodations, some students may be approved for extra and/or extended breaks. These students are still subject to the same regulations that apply to students with standard breaks. Break time is not included as part of testing time (that is, the testing clock stops). Specific timing instructions will be noted in the scripts.

Best Practices: Managing Breaks



- Tell students exactly what time they must be back in their seats.
- If possible:
 - Designate nearby rest rooms for the use of testing students only.
 - Do not allow non-testing students in the hallways near the testing rooms.
- Monitor halls:
 - Do not allow students to converse in the halls.
 - Use of electronic devices of any kind is prohibited.
- Monitor restrooms:
 - Ensure that hall proctors patrol hallways and monitor restrooms during scheduled breaks.

Preventing Theft of Test Materials



In the testing room:

- Keep materials out of the reach of students.
- Never ask students to distribute test materials.
- Make sure that no one copies, removes, or photographs any part of the test materials.
- Never leave test materials unattended.

Counting and Distributing Test Materials



The Proctor must:

- Keep materials out of the reach of students.
- Count test books:
 - Before distributing
 - After distributing
 - Before dismissing students
- Distribute test books in serial number order.
- Account for all materials on the Testing Room Materials Report.

Count Test Materials **6 Times**

Coordinator

- 1 When delivered to school
- 2 When distributing to Proctors

- 6 When collecting from Proctors

Proctor

- 3 When receiving

In testing room:

- 4 After distributing to students
- 5 Before dismissing students

Proctor's Use of Forms

Train your staff on the use of the following forms:

- Room Roster
- Testing Room Materials Report with seating chart
- Irregularity Report form (IR)
- Request to Cancel Scores form

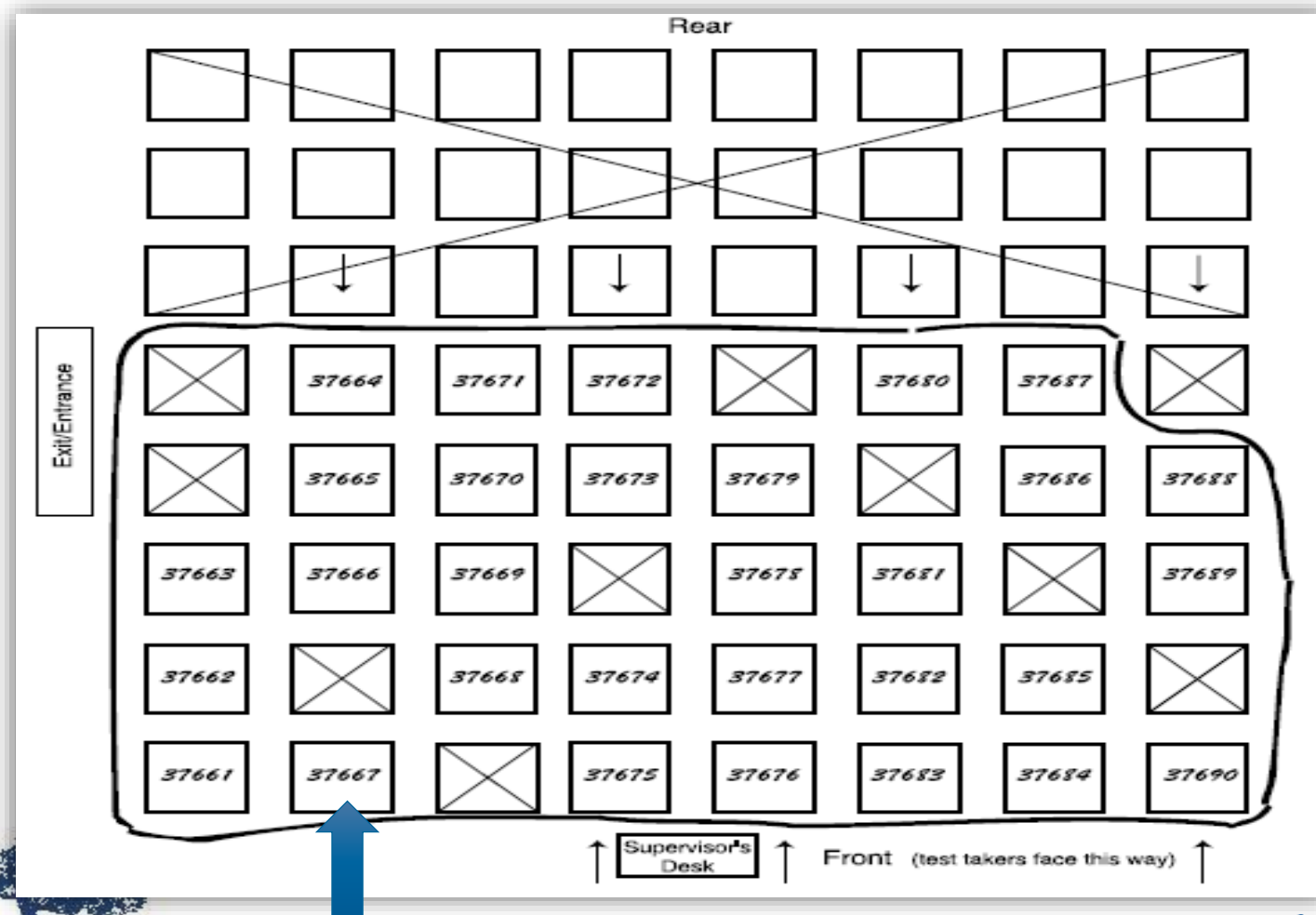
Room Roster

It will be important to track attendance so you know what make-up test materials to request.

P=present
A=absent
M=moved
X=no entry

		Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2002	09090909	123	N	SAT				A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	456	N	SAT				B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	123	N	SAT				A. Teacher
4	P	Brown	Robert		9/1/2002	0007024797	789	Y	T5	Purple	50% XT; translated directions	Spanish	S. Scholar
5	P	Zymanski	Elia		6/12/2002	0007025799	012	Y	T2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0007025788	234	Y	T1	Purple			T. Coach

Proctor's Notations on the Testing Room Materials Report




The seating chart is found on the back of the **Testing Room Materials Report**.

Use to record any unexpected issue in the testing room or center.

- Interruptions
- Shortage of materials
- Student illness
- Misconduct
- Defective testing materials
- Prohibited items
- Some issues may need immediate attention and a call to CSDE or SAT School Day Support.

SAT Request to Cancel Test Scores Form



SAT® Request to Cancel Test Scores
 Fax: 610-290-8978

Use this form only if you wish to cancel scores for the SAT or SAT Subject Tests™. Complete this form and give it to the Associate/Room Supervisor before you leave the testing room. You may cancel scores after you leave, but your request must be received no later than the Wednesday following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you.

Completing and submitting this form will cancel ALL scores for ALL tests taken on the day in question, except in the event that your calculator or CD player malfunctions while you are taking an SAT Subject Test in Mathematics or a Language with Listening Test. In the case of equipment failure you will be allowed to cancel scores for a single SAT Subject Test. You must have communicated the equipment malfunction to the room supervisor during the Mathematics Test or the Language with Listening Test.

Once we receive your cancellation request, we cannot reinstate your scores, and they will not be reported to you or to your designated institutions.

TEST-TAKER: PLEASE PRINT

Last Name: _____ First Name: _____ M.I.: _____
 Address: _____ City: _____
 State: _____ Country: _____ ZIP/Postal Code: _____
 Registration Number: _____ Date of Birth: _____ Sex: _____
 Test Center Number: _____ Test Center Name: _____
 City: _____ State: _____ ZIP/Postal Code: _____

Please cancel my: _____ SAT _____ All SAT Subject Tests _____ Single SAT Subject Test (equipment failure)*
 **I tested in: _____ October _____ November _____ December _____ January
 _____ March _____ May _____ June _____ Other (give date)

Test-Taker's Signature: _____ Date: _____

* Request to cancel test scores for equipment failure must be signed by the Associate/Room Supervisor.
 ** If this is a makeup test, check the month you registered for.


**IMPORTANT: ASSOCIATE/ROOM SUPERVISOR ACTION REQUIRED FOR CANCELLATION
 BECAUSE OF EQUIPMENT FAILURE OR SUDDEN ILLNESS.**

If this is a cancellation because of sudden illness or cancellation of a single SAT Subject Test score due to equipment failure, you must note this on the Supervisor's Irregularity Report (SIR) and signify this action by signing below:

I noted this cancellation on the SIR: _____ Associate/Room Supervisor's Signature: _____
(required for single Subject Test cancellation or sudden illness)

TEST-TAKER: If submitted after test day, your request must be received no later than 11:59 p.m. U.S. Eastern Time on the Wednesday following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you. Fax your signed request to: 610-290-8978, or send by overnight mail to SAT Program, Score Cancellation, 1425 Lower Ferry Road, Ewing, NJ 08618.

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09211-10005 • 7713E200 • Printed in U.S.A.
 770517


- Each Proctor should have copies of this form.
- If a student becomes ill, the Proctor must sign the form and record it on the IR.
- Students have up to the third school day after test day to cancel scores.
- Scores will not appear in College Board account but will count for state accountability.



Preparing Rooms





Testing in Progress

- **QUIET, PLEASE**
- **NO PROHIBITED ELECTRONIC DEVICES**

Don't bring prohibited electronic devices into the testing room.

- We'll collect such devices or require they be turned off and stored away before testing begins.
- We aren't liable or responsible for loss or damage to devices.
- Any student seen with a prohibited device during testing or breaks will be dismissed and their scores will be canceled.




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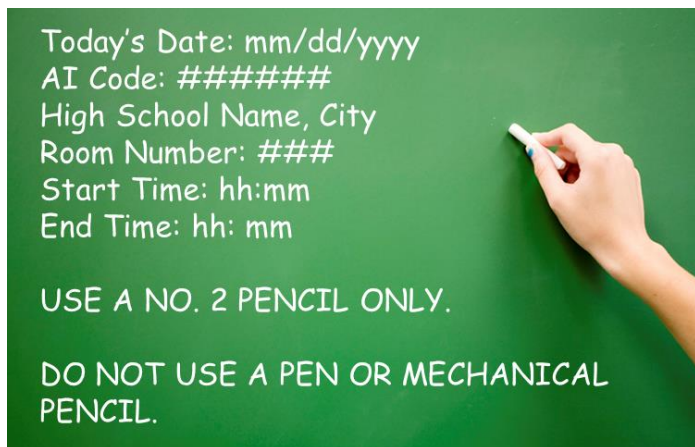
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Staff should have:

- Test books (in serial number order) and pre-labeled answer sheets
- Copy of roster and/or NAR with pre-assigned testing room assignments
- The correct testing manual for their room

Staff should post the Testing in Progress flyers in prominent areas.

Preparing Rooms



Staff should post on the board:

- Date
- AI Code
- High School Name and City
- Room Number
- Start Time
- End Time
- Reminder to use No. 2 pencils
- Reminder not to use a pen or mechanical pencil



Note: For students testing with accommodations using ATC or MP3 test formats, you may need to include additional information to support computer navigation. See the Accommodated Testing Manual for specific information to include on the board.

Testing Students



Proctor must:

- Read the scripts verbatim to students.
 - Use the NAR to determine which script or combination of scripts to use for students testing with accommodations.
- Watch for common student infractions:
 - Use of cell phone
 - Attempts to copy
 - Attempts to remove test materials
- Never leave room/test materials unattended.
- Secure test materials out of reach of students.

Before Dismissing Students



- Collect answer sheets and test books in the same order they were distributed
- Verify each student's identifying information:
 - Check the Pre-ID label applied to the answer sheet.
 - Check page 1 of each answer sheet for completeness.
 - Check that written and bubbled information match.
- Account for all materials:
 - Verify by count.
 - Verify by serial number.
- Do not dismiss students until all test materials have been accounted for.

Testing Room Materials Report

- Fill in the date, center number, room number and type, and Proctor's name.
- Indicate the number of test books and serial number range(s).
- Use form on back cover of Testing Manuals.

Part 1: Account for test materials issued to you as supervisor of a testing room.

Part 2: Complete the seating chart to record how test books were distributed in the room or section(s) of a large room.

At the end of testing:

- Complete all information on the front of this report in Part 1 (blocks 3 and 4) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION

TEST DATE: 10/16/13

TEST CENTER NUMBER*: 99-999 ROOM NUMBER: A ROOM TYPE: ☒ Standard ☐ Nonstandard

* SSD coordinators: Enter your 6-digit school number.

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

ROOM SUPERVISOR: Arabella Supervisor

Name (please print)

Arabella Supervisor

Signature

Part 1 — Accounting for Test Materials


2 TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
Total number of test books received:	28	<u>002441</u> to <u>002468</u> ____ to ____ ____ to ____ ____ to ____

Best Practices: In the Testing Room

- Mark the serial numbers on the Testing Room Materials Report during the first test section.
- Have extra No. 2 pencils in every testing room.
- Ensure a working clock is visible to students and is readily available, if needed.
- If consistent with your school rules, make a plan for collecting students' cell phones before testing starts and returning them at the end of testing.
- On test day, remember to have students fill out Form Code ID, Test ID, and Test Book Serial Number in the "Complete on Test Day" section on the back of the answer sheet.

Completing the NAR

- Coordinators will complete the first page of the NAR and sign the form after testing.
- Return the completed NAR in white accommodated testing envelope with used answer sheets in answer sheet return shipment


2018 SAT® School Day Nonstandard Administration Report (NAR)

Date Generated:
School Code:
School Name:

January 26, 2018
472289
FRANK W COX HIGH SCHOOL
2425 SHOREHAVEN DR
VIRGINIA BEACH , VA,23454-1749 , US

Primary Test Date:

April 10, 2018

This report provides detailed information for students with approved accommodations who will take the SAT School Day test starting on April 10, 2018. Use this report as a planning tool to identify the number of test rooms, staff, and schedule for the test. Plan to print copies of the report prior to test day and distribute to staff responsible for administering the test in the testing rooms.

The report is organized into the following sections:

- **Section 1** - Students who must complete their test on April 10, 2018
- **Section 2** - Students who may complete their test during the accommodated testing window. Testing can begin as early as the primary test date and can extend through the timeframe listed in your supervisor manual.

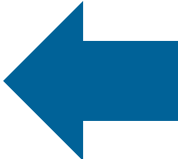
You must **complete the fields below and return the roster with the completed answer sheets**. If you experienced issues during the administration, please refer to the irregularity chart in your *SAT School Day Supervisor Manual* to determine if a Supervisor Irregularity Report (SIR) should be submitted.

Testing Supervisor's Name: _____

Testing Supervisor's Signature: _____

Telephone Number: _____

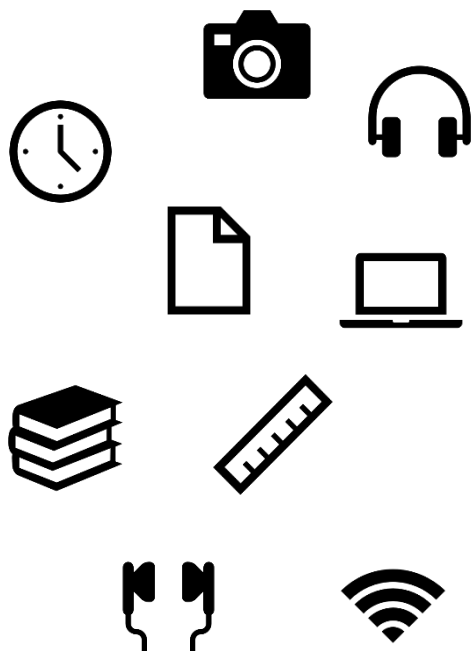
Email Address: _____





Monitor Testing

Check for Prohibited Devices and Aids



- Students may not have the following in the test area or break area, except in the case of approved accommodations for particular testing aids:
- Electronic equipment, including phones of any kind
 - Personal computing devices (laptops, notebooks, Bluetooth devices, e.g., wireless earbuds/headphones, or tablets)
 - Cameras
 - Separate timers of any kind
 - Audio players/recorders or headphones
 - Wearable technology
 - Digital watches, including smartwatches
 - Any other prohibited devices that can be used to record, transmit, or receive information
- Highlighters, rulers, earplugs, books or references of any kind, pens or mechanical/colored pencils, and papers of any kind, including scratch paper.

Equipment and Materials Allowed in Testing Room

- Calculators are NOT allowed on desks except during the Mathematics Calculator section.
- Snacks and drinks must be packed out of sight in the testing room and can be consumed only during breaks. Snacks must be outside of the testing room and away from test materials wherever possible.
- No. 2 pencils
- Test book can be used for scratch work.

Calculator Policies

Acceptable Calculators

For the Math Test – Calculator portion, all scientific calculators are acceptable, all 4-function calculators, including those with square root and percentage keys, are allowed (but not recommended), and most graphing calculators are acceptable as long as they don't have any of the features listed under Unacceptable Calculators. Check the list of acceptable graphing calculators below for models that are permitted.

IMPORTANT: Contact School Day Support if you're unsure whether a calculator is acceptable.

CASIO

FX-6000 series
FX-6200 series
FX-6300 series
FX-6500 series
FX-7000 series
FX-7200 series
FX-7400 series
FX-7500 series
FX-7700 series
FX-7800 series
FX-8000 series
FX-8500 series
FX-8700 series
FX-8800 series
FX-9700 series
FX-9750 series

HEWLETT-PACKARD

HP-3C
HP-2B series
HP-38G
HP-39 series
HP-40 series

HP-4B series
HP-4B series
HP-50 series
HP Prime

SHARP

EL-5200
EL-9200 series
EL-9300 series

TEXAS INSTRUMENTS

TI-73
TI-80
TI-81
TI-82
TI-83/TI-83 Plus
TI-83 Plus Silver
TI-84 Plus
TI-84 Plus CE
TI-84 Plus Silver
TI-84 Plus C Silver
TI-84 Plus CE-T
TI-84 Plus T
TI-85
TI-86

RADIOSHACK

EC-4033
EC-4034
OTHER
Datex DS-883
Micronta

EL-9600 series (Using the stylus is not permitted.)
EL-9900 series

TI-89
TI-89 Titanium
TI-Nspire
TI-Nspire CX
TI-Nspire CM-C
TI-Nspire CAS
TI-Nspire CX CAS
TI-Nspire CM-C CAS
TI-Nspire CX II
TI-Nspire CX II-T
TI-Nspire CX II CAS
TI-Nspire CX II-T CAS
TI-Nspire CX II-C CAS

NumWorks
Smart+

- The Coordinator Manual includes the list of calculators approved for use during the “Math With Calculator” test section.
- Test-takers can also bring backup equipment and extra batteries.
- Test-takers cannot share calculators.
- A “No Calculator” symbol appears at the top of the Math With No Calculator section, in which calculators are not allowed.
- Seat any test-takers using a calculator with large characters (one inch high or more) or raised display that might be visible to other test-takers in a location where other test-takers cannot view the large or raised display.



Best Practices for Handling Electronic Devices

- If your school already collects phones and electronic devices for testing, we encourage you to continue using the methods that work for you and your students.
- If you do not currently collect students' electronic devices, here are some suggestions:
 - Instruct students to disable alarms and power off cell phones when they enter the testing room.
 - Collect students' cell phones and wearable technology in a basket/envelope/bag before testing begins.
 - Give students sticky notes and/or smaller envelopes to label their items with their name.
 - Collect labeled items from students once they're seated.

Prohibited Devices

Preventing issues with mobile phones and electronic devices

- At the beginning of testing, proctors will read scripts reminding students to turn off their phones and other electronic devices and to turn them in to the proctor, if allowed under school policy.
- If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the script has been read, if a student is observed with a prohibited device, the test coordinator must dismiss that student.
 - A student doesn't need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it's on or under the student's desk or in their pocket.
- If a student's phone makes noises while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the phone in order to prevent additional disturbances during testing and issue a warning to the student.






Issues on Test Day

The test manual details the different testing irregularity scenarios that may arise on test day and how to handle each one. Please contact SAT School Day Support at 855-373-6387, if you are directed to in the IR chart or if you are not sure what to do.

Irregularity Chart

HOW TO HANDLE IRREGULARITIES

Irregularity	What you should do	How to fill out the IR
Test Site Issues		
Test site closing/cancellation of testing  Call CSDE immediately.	In the event of a storm, power failure, or other emergency that requires cancellation before test day: <ul style="list-style-type: none"> • Notify your principal or district. • Notify campus/building security. • Notify students of the cancellation. • Don't attempt to use the test materials you have on-site. Secure them for earliest possible return. • Order makeup materials as soon as possible. 	Explain circumstances and impact of issue. Bubble Page 1, Section 6—"Disturbance/interruption." Include a list of students affected.
Interruption		
 Call CSDE if the interruption (e.g., fire alarm) can't be resolved.	<ul style="list-style-type: none"> • Provide clear instructions for student and staff safety. • Direct students not to talk or use electronic devices. • Collect test books and answer sheets, if necessary, while maintaining safety. Ensure that the room is locked if everyone must leave. • Monitor students if they must leave the testing room. Keep them together in a group and do not allow them to go to their lockers. • If you're able to resume testing, ensure that materials and students were properly monitored, and continue testing where each room left off. Timing should be paused, and no extra time may be given. • If testing must be canceled, your primary test date materials cannot be kept or used for makeup testing. Do the following: <ul style="list-style-type: none"> – Order makeup materials immediately. – Securely store all primary test date test materials. As soon as possible, pack and return all primary test date test materials following the instructions in Return Test Book Shipment on page 52. – Notify students that they will take a makeup test. 	Note the source, length, and impact of the interruption and the section(s) affected. Bubble Page 1, Section 6—"Disturbance/interruption." Fill in the number of affected students in 6a and the testing room code in field 6b. If the entire school is affected, note this in the Comments section; otherwise, if no testing room code is available, list the individual students and their answer sheet litho codes in Section 11.
Incorrect, Missing, Damaged, or Defective Materials		
Materials missing or damaged before testing  Call School Day Support immediately	Report if any materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the test books do not correspond with those on the shipping notice.	Note any such irregularity. Bubble Page 1, Section 6—"Missing materials."

Reporting Testing Incidents

- Report all incidents or issues on the Irregularity Report (IR) form.
- All reports should be complete and explicit.
- The person reporting the incident should include his or her own contact information.
- If you are noting a group irregularity, include the testing room code if one has been assigned and include the names of the involved students on the last page of the irregularity report.

CollegeBoard SAT SAT SCHOOL DAY IRREGULARITY REPORT (IR)

1. GENERAL INSTRUCTIONS TO TESTING STAFF: Form of _____
 Refer to the Irregularities Chart in your manual for when to use this form and when to call the support line listed in your manual. **IMPORTANT:** Call the support line listed in your manual immediately if test materials are missing or damaged. Report each irregularity on a separate IR and return all IRs immediately after testing ends.
 • Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
 • Complete sections 2-6 and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign section 10 of the form. The test coordinator must also sign at the bottom.
 • Clip but do NOT staple any defective materials to the IR.
 • As a last step, on each form, fill in "Form _____ of _____" (e.g., "1 of 3") at the top of this box. This information will aid further communication about potential makeup testing.

2. PROGRAM ☒ SAT ☐ Standards ☐ Accommodated Room Number _____

3. SCHOOL INFORMATION:
 School/Institution Name and Address: _____
 Name: _____
 Address: _____
 City: _____
 State/Province: _____
 Postal Code: _____
 Country: _____

4. TEST BOOK INFORMATION: Test Section _____
☐ SAT ☐ SAT with Essay
 Test ID: _____ Form Code: _____ Test Book Serial Number: _____ Essay Code: _____

5. GROUP IRREGULARITIES INFORMATION:
 Did group complete testing? ☐ Yes ☐ No
 Fill in the circle in front of each case that applies.
 Write the names of involved students on the last page of the IR.
 To report incorrect testing materials, indicate details on the shipping outline and clip it into stapled to the IR. Always call the School Day support line immediately in such situations.
 Use the COMMENTS section on page 3 to describe the events and actions taken.

6. GROUP IRREGULARITIES INFORMATION:
 Round up for overtimes and undertimes. For example, for 2.5 minutes you should fill in the circle for 3-4 minutes.
☐ Overtime: ☐ 1-2 minutes ☐ 3-4 minutes ☐ 5-7 minutes ☐ 8 minutes or more
☐ Under-time: ☐ 1-2 minutes ☐ 3-4 minutes ☐ 5-7 minutes ☐ 8 minutes or more

7. TESTING START DATE
 Month: _____ Day: _____ Year: _____

8. SCHEDULED ADMINISTRATION DATE
☐ Oct 16, 2019 ☐ Oct 20, 2019 ☐ Nov 4, 2019 ☐ Nov 18, 2019
☐ Dec 2, 2019 ☐ Dec 16, 2019 ☐ Dec 30, 2019 ☐ Jan 13, 2020

9. MAKEUP TEST
☐ Fill in the circle if the irregularity occurred during makeup testing.

10. SIGNATURES
 I certify that the information provided is true and correct.

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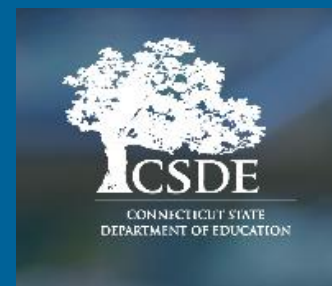
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Best Practices: Monitoring Testing

- Make plans for staff breaks ahead of time.
- Arrange for how staff can communicate with you.
- Collect room rosters at a prearranged time so that you can consolidate them before testing ends.
- Follow rules from the manual for break time and clearly convey them to students and staff before test day.

After the Test



Reporting Tasks

After the exam, you should:

- Complete all appropriate reports and forms.
- Retain copies of all documents related to the administration for 6 months after the test, in particular IR forms, attendance rosters and tracking numbers.


A Chart of Forms to Return

Form Name	Purpose	Filled Out by
Coordinator's Report Form (CRF)	Records the number of used answer sheets.	Test Coordinator
Testing Room Materials Report (TRMR)	Records information about the test materials that were used in the testing room, the seating chart and staff/proctors assigned to room.	Proctor
SAT® Testing Staff Agreement	Lists terms and conditions you agree to abide by as an SAT testing staff member.	All Staff
Irregularity Report Form (IR)	Records information about any irregularities that occurred during the test, or any questions about test items.	Test Coordinator or Proctor

A Chart of Forms to Return, cont.

Form Name	Purpose	Filled Out by
Score Cancellation Form	Used to request cancellation of test scores on test day or no more than 3 school days after the test.	Student
Master Student List or Room Rosters	Contains information about test takers who were absent or present for the test, as well as about unregistered test takers.	Test Coordinator or Proctor
NAR	Contains information about students approved for accommodations.	SSD Coordinator

How to Handle Materials After Testing

See the Appendix in the Coordinator Manual for a chart describing which materials you should keep, which you should return and which should be destroyed. 

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment after makeup testing is complete	No	No
Answer sheets with demographic information or label but no test question responses (absentees)	No—securely store until makeup testing	No	After makeup testing: return used answer sheets for scoring and securely destroy any answer sheets that still have no question responses
Unused pre-ID labels (if applicable)	No—store securely if needed for makeup testing	No	Yes—securely destroy after makeup testing is complete

Coordinator's Report Form (CRF)

SAT School Day COORDINATOR REPORT FORM (CRF)
Must be returned with used answer sheets

Print and fill in the appropriate bubbles on this form. Use a No. 2 pencil only. For more information, please refer to the SAT® School Day Coordinator Manual.

1 School and Coordinator Information

School Name: _____ Coordinator Name: _____
 Street Address: _____ Coordinator Email Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____ Coordinator Phone Number: _____

2 Administration Date

Return in the test date you're returning materials for primary or makeup:

☐ Oct 16, 2019 ☐ Oct 17, 2019 ☐ Oct 18, 2019 ☐ Oct 19, 2019 ☐ Oct 20, 2019
☐ Nov 1, 2019 ☐ Nov 2, 2019 ☐ Nov 3, 2019 ☐ Nov 4, 2019 ☐ Nov 5, 2019
☐ Dec 1, 2019 ☐ Dec 2, 2019 ☐ Dec 3, 2019 ☐ Dec 4, 2019 ☐ Dec 5, 2019
☐ Jan 1, 2020 ☐ Jan 2, 2020 ☐ Jan 3, 2020 ☐ Jan 4, 2020 ☐ Jan 5, 2020
☐ Feb 1, 2020 ☐ Feb 2, 2020 ☐ Feb 3, 2020 ☐ Feb 4, 2020 ☐ Feb 5, 2020
☐ Mar 1, 2020 ☐ Mar 2, 2020 ☐ Mar 3, 2020 ☐ Mar 4, 2020 ☐ Mar 5, 2020
☐ Apr 1, 2020 ☐ Apr 2, 2020 ☐ Apr 3, 2020 ☐ Apr 4, 2020 ☐ Apr 5, 2020

3 Date in Accommodated Session (if applicable)

Month: _____ Day: _____ Year: _____

4 School Code

Are you submitting answer sheets for students requiring accommodations?
☐ No ☐ Yes (Place accommodated answer documents in the accommodations Testing Envelope)

5 Accommodations Answer Sheets

6 SAT Answer Sheets

7 Total Used Answer Sheets Returned

Fill in the boxes using leading zeros (e.g., 01 and 06 in the corresponding boxes).

8 Other Materials Returned

Transmit answers for students who used a tablet device or computer are transmitted to machine-readable answer sheet and included in the Used Answer Sheet Hand Counts above. Count materials that have been transmitted below.

of students: _____
 # of students: _____

9 SAT School Day Coordinator Signature

The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.

Signature: _____
 Date: _____

10 How you submitting an irregularity report?

☐ No ☐ Yes

For Official Use Only

Barcode: 5X0X0017


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- CRFs will be returned by the test coordinator for each test date.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You may keep a copy of this form for your local records, but submit the original for processing.
- Confirm that your school code (AI code) is correctly prefilled in item 4—it's required for reporting of scores to your school, district, and/or state. Contact SAT School Day Support if your code is not correct.
- Make sure you bubble the correct date on the CRF. For example, April 7 for the primary date and April 27 for the makeup date.

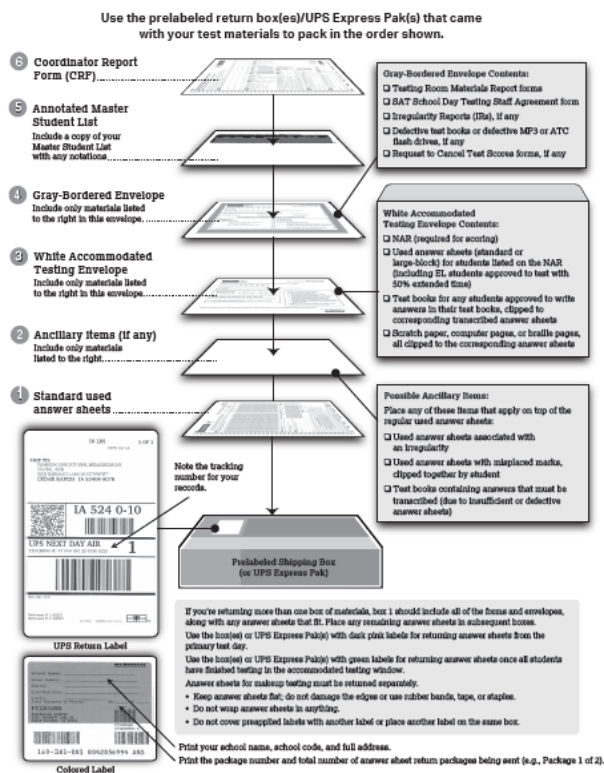


Return Critical Materials

Instructions for Returning Materials

Detailed instructions for packing and returning answer sheets and test books will be included in the Coordinators manual. 

Returning Used Answer Sheets and Forms



Returning Test Books and Unused Answer Sheets

1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

1. Used and unused MP3(ATC) flash drives, if any (Place in original packaging.)
2. Used and unused test books
3. Unused answer sheets

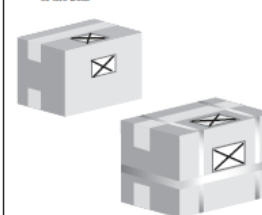


Include all packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2. Seal

Use supplied tape and remove, cover, or cross out the original shipping labels.

- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.



3. Label

- Use the supplied UPS return labels from your test book return packet.
- Remove any old labels from the box, then place one label on each box. Do not put more than one UPS return label on each box. Make sure each label can be clearly read.
- Note the UPS tracking number (starting with "1Z" in the center of the label) for your records.



NOTE: Supplied labels may be different from samples shown.

4. Ship

The day before the test, you'll receive an email with a pickup date, time, and confirmation number. If you don't receive the email confirmation, contact School Day Support. If you need to make a change to your courier pickup, contact UPS.

Important Notes

- Do not put answer sheets inside test books.
- Only return unused answer sheets in this shipment. (See What Is a Used Answer Sheet? earlier in this section.)
- If your return labels are missing, contact School Day Support.

Returning Materials

For SAT, you will receive two sets of return materials:

- One for all standard and nonstandard students who finish testing on the primary administration.
- One for students testing in the accommodated window
- Answer sheets for students testing with accommodations or EL time and one-half (+50%) should be returned in the white accommodated testing envelope.
- New standard test materials will be sent for the makeup test dates.

Packing Answer Sheets

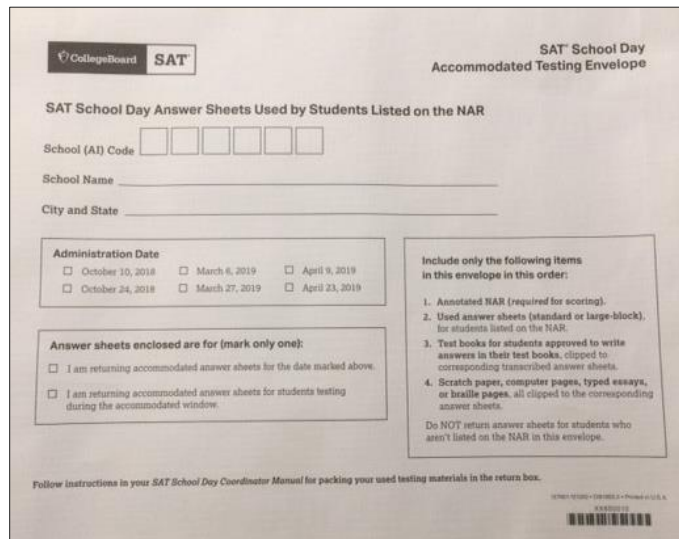


UPS
Label

Colored
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored label and a UPS shipping label.
- Used answer sheets and other materials needed for scoring from the primary School Day test date must be returned the day after the test.
- Keep unused answer sheets until after the makeup administration. This includes answer sheets that already have demographic information and/or a pre-ID label but not item level responses (absentees).
- Make sure to accurately and completely fill out the required fields on the colored label for each answer sheet return box.
 - On the line that reads “box ____ of ____,” fill in the number of answer sheet boxes being returned for each test date. For example, indicate box 1 of 2, box 2 of 2.
 - Do NOT include your test book shipment box count with your answer sheet shipment box count.

White Accommodated Envelope



The image shows a form for the SAT School Day Accommodated Testing Envelope. At the top left is the CollegeBoard SAT logo. To the right, it says "SAT School Day Accommodated Testing Envelope". Below this, it says "SAT School Day Answer Sheets Used by Students Listed on the NAR". There are fields for "School (AI) Code" (a 5-digit box), "School Name" (a line), and "City and State" (a line). Below these are two boxes for "Administration Date" with checkboxes for October 10, 2018; March 6, 2019; April 9, 2019; October 24, 2018; March 27, 2019; and April 23, 2019. To the right of these is a box titled "Include only the following items in this envelope in this order:" with a numbered list: 1. Annotated NAR (required for scoring); 2. Used answer sheets (standard or large-block), for students listed on the NAR; 3. Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets; 4. Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets. Below this list is a note: "Do NOT return answer sheets for students who aren't listed on the NAR in this envelope." To the left of the list is a box titled "Answer sheets enclosed are for (mark only one):" with two checkboxes: "I am returning accommodated answer sheets for the date marked above." and "I am returning accommodated answer sheets for students testing during the accommodated window." At the bottom left, it says "Follow instructions in your SAT School Day Coordinator Manual for packing your used testing materials in the return box." At the bottom right, there is a barcode and the text "SAT School Day Coordinator Manual for packing your used testing materials in the return box."

- When packing answer sheets, all answer sheets for any student who is listed on the NAR, should be placed in the white accommodated envelope for return.
 - This includes English learners testing with time and one-half (+50%).
- Make sure to **ONLY** include answer sheets for students on the NAR.
- We assume that all answer sheets returned in this envelope tested with an accommodation or time and one-half (+50%) for an English learner.
- If an answer sheet is included for a student that did **NOT** test with an accommodation or an English learner with time and one-half (+50%), the student's score will go on a hold for using an unapproved accommodation.

Packing Test Books

749317 200 LUCLOW DRIVE EWING, NJ 08638 53 LBS 101-1

SHIP TO:
TR. PETERSONS 0423
200 LUCLOW DRIVE
EWING, NJ 08638

RS

NJ 086 0-04

UPS GROUND
TRACKING #: 1Z 014 7WW 90 7600 0326

STEP 1 BOX OF

STEP 2 CTR NAME:

STEP 3 - CENTER #:

- Reuse the boxes your test materials arrived in to return test books.
- Loose UPS labels will be included in the shipment with the header “TB Returns.”
- Be sure to look for these labels when receiving your materials and set them aside. They may shift to the bottom of the box during shipment.

Test Material Pickups

In addition to the Coordinator manuals, there is additional detail on the new materials return process on the College Board website:

<https://collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf>



- Test coordinators will now use their school's regularly scheduled UPS pickup to return materials.
- If UPS does not make regular pickups at their school, they will schedule a pickup at ups.com or by calling 800-PICK-UPS (800-742-5877) using the pre-paid label information on their answer sheet return boxes.
- Pickup schedule:

Administration Type	Pickup Schedule
Primary test date	No later than the day after the primary test date
Accommodated Window	The day after all accommodated testing is complete but no later than the end of the window
Makeup date	No later than the day after the makeup date
Final date to return answer sheets to be scored	April 29 May 20 (<i>for May 18 test materials only</i>)

Makeup Survey

Test Coordinators will receive two makeup survey's this year:

- One the day before their primary test date for materials for 4/27 and/or 4/28
- One the day before the 4/27 test date for materials for 5/18

- The email will contain a link to a survey to assist in determining makeup material needs.
- You **must** respond to the survey even if you don't need makeup materials so we can accurately track responses.
- **This year the survey will inquire about makeups for absentee students testing with blue accommodated testing materials in the accommodated testing window. Only request these materials if you are unable to test these students during the initial accommodated testing window.**
- Do NOT administer a make-up test to a student who took the standard test UNLESS you have contacted the College Board to report an irregularity during the primary test date.



Fee Waivers

- Although CSDE is paying for the student's SAT registration, students who qualify for fee waivers can receive SAT School Day fee waiver benefits.
- SAT School Day fee waivers provide to students:
 - Unlimited free score sends
 - 4 college application fee waivers
 - 2 SAT Weekend administration fee waivers
- Schools will be receiving codes in a file that will be available directly in the College Board K-12 reporting portal this spring.
- More information to come about this in March.



Questions?

